Erwin Technical Center
Verification Facts/Policy
2010-2011

The purpose of verification is to check the accuracy of the information reported by you and/or your parent(s) on the Free Application for Federal Student Aid (FAFSA) and correct any incorrect data in accordance with the Code of Federal Regulations, 34 CFR 668, subpart E. required policies – 34 CFR 668.53. Corrections will be consistent with the instructions on the FAFSA, the 2009 tax return(s) and Federal Verification Worksheet(s).

Who gets selected for verification?

Applications are selected for verification by the federal processor. At least 30% of all applications will be selected. If you feel you made a mistake on your FAFSA, you can request to be selected for verification and we can fix the errors for you.

How am I notified if I am selected for verification?

If your application is selected for verification you will be notified at the time you visit the financial aid office for activation. If additional documentation is needed at a later time, you will be sent another letter/email or phone call.

What documents am I required to turn in?

There are several documents that may be required of you. They include but are not limited to:

- Completed Federal Verification Worksheet(s). Independent and Dependent applicants must complete the verification worksheet and submit to financial aid. Parents of dependent students will also complete the parent verification worksheet.
- Federal Tax Returns:
  - Completed and signed tax form(s) for the tax year used to fill out the FAFSA. This includes, but is not limited to, IRS form 1040, 1040A, 1040EZ, foreign tax forms, Puerto Rican tax forms, IRS letter 1722, IRS tax transcripts, or copies of any electronic versions, with all the lines required for verification. If you do not have a copy of your tax returns, you may call the IRS at 1-800-829-1040 and request to have one sent to you.
  - W2s may also be turned in to supplement the tax forms.
  - Low Income filer form
  - Proof of other untaxed income
  - Documents necessary to verify conflicting information as requested by the Financial Aid Office

Please make sure you do not give us your only copy. We will not provide copies of any documentation you give us. All tax forms should be signed by the tax filer of that form.

Is there a deadline for turning in verification documents?

Once you are enrolled in school, you will not receive a Pell payment until verification is complete. In order to ensure you receive your payment on time, you should turn in all documentation to the financial aid office 4 weeks prior to starting your program. For help on what documents are necessary or where to find information, contact the financial aid office at 813-231-1908.

What happens if I don't turn in the verification documents?

You will not receive any need-based funds if you fail to submit any required documentation. Your file will be considered incomplete.

If you were paid prior to being selected and prior to a second or third disbursement your file is selected for verification you will not receive the next disbursement(s) until you comply with the verification process.

Any student file that is ineligible for financial aid disbursements due to an incomplete or un verified record will become a cash paying student until eligibility is confirmed.

Can I get any aid before my verification is completed?

Unfortunately, if you get selected for verification before any of your aid is disbursed, you cannot receive any aid until after the verification process has been completed.